

REQUEST FOR QUOTATIONS FOR
FOLDING, SEALING, AND MAILING SERVICES

RFQ Number: **PAWDC-09-01**

To:

STATEMENT OF WORK:

1. The Court will provide the vendor with **80,000** pre-addressed 8 1/2" x 11" juror questionnaires, 8 1/2" x 11" one page instruction sheets, #9 business reply envelopes, and #10 window size envelopes. The juror questionnaires and instruction sheets are to be folded into thirds and inserted with a #9 business return envelope into the #10 window size envelope. Questionnaires are pre-addressed. The address is to appear through window. Questionnaires will be provided to vendor in sequential zip code order.
2. The vendor is responsible for affixing **first class** postage to all envelopes, sealing, and mailing them.
3. The vendor must certify in writing, on their company letterhead, that the qualifying questionnaires were mailed by providing to the Court the date, time, and location from where the qualifying questionnaires were mailed.
4. If any questionnaires are damaged in the folding/ mailing process, the vendor will be required to submit a report to the Court listing the names and participant numbers on those damaged forms so that the Court can reprint and mail those questionnaires in house.
5. The vendor is responsible for picking up all of the mailing materials from the court, and, for returning all of the extra materials back to the court. The Court location for pickup and return of materials is Room 3300, U.S. Courthouse, 7th Avenue & Grant Street, Pittsburgh, PA 15219.
6. The material is time sensitive. Vendor must be able to pick up the mailing materials within 24 hours after being notified by the court that the materials are ready for pick up. The materials will be available for pick up the week of February 23, 2009. Vendor will then have **10 calendar days** from pick up of materials to complete the job in its entirety.

Quotations (faxed or mailed) must be received by the 3:30 pm on: **January 30, 2009.** Offers may be faxed to 412-208-7582, emailed to Susan_Metz@pawd.uscourts.gov or mailed to:

Susan Metz, Contract Specialist
Clerks Office ,US District Court
PO Box 1805
Pittsburgh, PA 15230-1805

A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer.

Questions concerning this RFQ should be directed to: Susan Metz at 412-208-7472.

ROBERT V. BARTH, JR.
Clerk of Court
Western District of Pennsylvania

Quote Sheet for RFQ Number: _____

<u>Item No.</u>	<u>Short Description</u>	<u>List of Tasks</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Extended Price</u>
<u>1</u>	Task 1	<i>(fill in name for task 1)</i>	<i>(fill in requested quantity)</i>	<i>(fill in unit, such as "hour")</i>	<i>(contractor will fill in)</i>	<i>(contractor will fill in)</i>
<u>2</u>	Task 2					
<u>3</u>	Task 3					
<u>4</u>	Task 4					
<u>5</u>	Task 5	(Continue on additional sheet(s), if necessary)				
					<u>TOTAL</u>	<i>(contractor will fill in)</i>

Vendor's Name

Vendor's Phone Number/fax number/e-mail address

Vendor's Street Address

Vendor's City, State, and Zip Code

Signature of Person Authorized to Sign Quote

Date

Quantity Discount

Tax Identification Number

Printed or Typed Name of Signator

Discount Terms or Net 30?

Performance Start Date

Data Universal Numbering System (DUNS) Number

OUTLINE FOR THE STATEMENT OF WORK (SOW)

(The following is information regarding the elements of the SOW.)

1 DESCRIPTION OF EACH TASK TO BE PURCHASED

(The description of the task states what the contractor must do (e.g., design a system, write a program, perform a study, provide an item, etc.)

(The description typically includes:)

1.1 INTRODUCTION:

(A brief introduction, to include a history and background relating to the purchase.)

1.2 PURPOSE:

(A statement as to the purpose of the SOW, and what you expect to accomplish.)

1.3 SCOPE:

(Scope of the requirement, descriptions and definitions of task and subtasks.)

1.4 SPECIAL REQUIREMENTS:

(Specialized knowledge or skills required of the individuals who are required to complete the work.)

1.5

(Any additional general information that the contractor will need to complete the work as outlined in the SOW.)

2 DESCRIPTION OF DELIVERABLES

(The deliverables are the actual items or service to be delivered as a result of the SOW. They are the items or services that the judiciary receives as a result of the contractor's performance of the task. Their definition is critical, insuring that the judiciary receives a usable product of acceptable quality.)

(For other than the simplest SOWs, several deliverables should be required. Generally, each defined subtask will require the accomplishment of a milestone or the producing a deliverable. Deliverables required before the completion of the task (i.e., interim deliverables) are useful for evaluating the contractor's progress toward completing the task and delivering the end products. The COTR should request monthly progress reports if applicable.)

(The description of deliverables should include such specificity as the medium (e.g., magnetic tape, source code listings, floppy disk, and the number of copies.)

(Types of deliverables which may be required as a result of contract performance include:)

- o Written reports or evaluations;
- o Written analyses or recommendations;
- o Economic, pricing or cost models;
- o Hardware and software;
- o Marketing materials;
- o Training courses; and
- o System analysis and design.

(NOTE: Remember there is a cost associated with each deliverable. Do not ask for more than you actually need.)

3 SCHEDULE FOR PERFORMANCE AND DELIVERY/MILESTONE SCHEDULES

(The SOW must provide a schedule for accomplishing milestones and producing deliverables. The schedule should clearly identify the events and give real or relative dates for their achievement. Typically, "X" is used to denote a start date (e.g., contract award date, issuance of a task order) and "X+" or "X-" and a digit are used to denote an earlier or later date relative to "X". All dates should reflect reasonable and realistic expectations.)

4 REVIEW PERIOD FOR DELIVERABLE(S)

(The SOW must define how long the judiciary has to review the deliverables. It should also define how long the contractor has to correct any deficiencies and resubmit the deliverable for review. The SOW should specify that these corrections are to be accomplished at no additional cost to the judiciary.)

5 ACCEPTANCE CRITERIA FOR DELIVERABLE(S)

(Determining the service required is relatively easy. The COTR usually has a good idea of what is needed. Defining the requirement on paper is a more difficult task. However, outlining the acceptance criteria is probably the hardest part of writing a SOW.)

(The acceptance criteria for a deliverable is the stated basis by which the COTR will either recommend acceptance or rejection of the deliverables. If the acceptance criteria is not listed for the services, the COTR will have no basis for rejecting the deliverable if it generally satisfies the requirements.)

(If, however, the COTR has clearly identified the basis for accepting the deliverable, this has done two things. The COTR has provided "greater definition" of the deliverable to the contractor, and in effect, implemented the judiciary's quality assurance standards. The COTR must be careful at this point in deciding whether a deliverable which minimally meets the criteria will be considered satisfactory.)

6 ENVIRONMENT:

(The COTR must specify the physical and technical environment within which the task will be performed. The physical environment includes such topics as:)

6.1 LOCATION(S) FOR PERFORMANCE:

6.2 GOVERNMENT FURNISHED PROPERTY

6.3 CONTRACTOR FURNISHED MATERIAL

6.4 MEETINGS

6.5 TRAVEL AND PER DIEM REQUIREMENTS

6.6 SOURCES OF INFORMATION AND DATA

(The technical environment addresses hardware and software descriptions, teleprocessing requirements, etc.)

PURCHASE ORDER TERMS AND CONDITIONS
Provisions and Clauses

I. REQUIRED PROVISIONS AND CLAUSES FOR ALL OPEN MARKET SMALL PURCHASES

1) JP3 Provision B-1, Solicitation Provisions Incorporated by Reference (AUG 2004)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address:

<http://www.uscourts.gov/procurement/clauses.htm>

2) JP3 Clause B-5 Clauses Incorporated by Reference (AUG 2004)

This procurement incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.uscourts.gov/procurement/clauses.htm>

3) The following clause is included by reference:

JP3 Clause 3-3, Provisions, Clauses, Terms and Conditions - Small Purchases (AUG 2004)

(The contracting officer will attach any other applicable standard judiciary provisions or clauses. The contracting officer will not include provisions or clauses which are already in the JP3 Clause 3-3. CO Note: Before including additional provisions or clauses refer to the JP3 Appendix B matrix to determine, if the provision or clause can be included by reference or must be included in full text.)

(If estimated cost is over \$2,500, the CO will complete the following blanks.)

*This Statement is for Information Only:
It is not a Wage Determination*

Employee Class

Monetary Wage-Fringe Benefits

Wage Rate Determination

(If estimated cost is over \$2,500, the CO will attach the Department of Labor wage rate determination.)